

New Payroll System, New Paycheck

You will notice some changes in your paycheck (warrant) and earnings statements in 2006 because the state will have a new payroll computer system generating employee checks and statements.

The new Human Resource Management System (HRMS) will replace an old, inflexible system with a modern personnel and payroll application that will:

- Improve the state's ability to manage its human resources.
- Provide more and better data.
- Increase the capacity for future system enhancements.
- Ensure that the state is aligned with federal tax rules. (The developer will provide periodic upgrades that align the system with federal tax rules).

How will I be affected?

Most people won't notice significant changes, beyond a newly expanded earnings statement format. If you are a person that tracks payments and deductions to the penny, you may notice slight variations in the amounts on a per pay-period basis due to system calculation differences.

Actual paychecks (warrants) will look the same, but checks no longer will be attached to the small format earnings statement. If your paycheck is currently directly deposited, you will receive only the new letter-sized earnings statement.

When will the changes occur?

Most employees will begin receiving earnings statements and checks produced by the new system in July 2006. However, the Department of Personnel will begin using the new system in February 2006, followed in April by an initial group of the following 23 agencies:

- | | |
|---|---|
| 1. Administrative Office of the Courts | 13. House of Representatives |
| 2. Office of Civil Legal Aid | 14. Office of Financial Management |
| 3. Court of Appeals | 15. Office of the Governor |
| 4. Department of Agriculture | 16. Office of the State Treasurer |
| 5. Department of Information Systems | 17. Parks and Recreation Commission |
| 6. Department of Natural Resources | 18. Permanent Statute Law Committee |
| 7. Department of Retirement Systems | 19. Senate |
| 8. Department of Veterans Affairs | 20. Supreme Court |
| 9. Joint Legislative Audit Review Committee | 21. Utilities and Transportation Commission |
| 10. Joint Legislative Systems Committee | 22. Washington State Law Library |
| 11. Joint Transportation Committee | 23. Washington State Patrol |
| 12. Health Care Authority | |

What will I receive on pay day once my agency begins using the new system?

If you currently receive a printed check (warrant), you will receive both a printed paycheck and a newly expanded earnings statement.

Much like your bank statement, the new earnings statement will be printed on letter-sized paper and will contain more information than the old small-format statement. The new earnings statement no longer will be attached to your paycheck.

If your paycheck is currently directly deposited, you will no longer receive a "pay stub." You will receive only the new letter-sized earnings statement, which will include deposit information.

Will deduction or payment amounts change?

In addition to a new look, you may notice variances in deduction and payment amounts resulting from different calculation and rounding methods used by the new system.

For example, the new system calculates taxes on an annualized basis, rather than per pay period like the old system. While this may result in slightly different withholding amounts when comparing a specific pay period, both calculations result in the same total annual withholdings.

What if I have questions about my earnings statement?

If you have questions after receiving your new earnings statement, contact your agency payroll office. Payroll staff will receive information and tools prior to the time their agency employees will begin receiving the new earnings statements, so that agency payroll staff can respond to employee questions.

Sample earnings statement:

STATE OF WASHINGTON
Earnings and Deductions Statement

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Period Date: 12/15/2005

Employer: 3010 Department of Testing

Location: 3000

Personnel # 00011452 Payroll Area 11 Social Security

Organization # 30 Pay Period 12/15/2005

Pay Period 12/15/2005

Pay Period End 12/15/2005

Line	Description	Amount	Total	Voluntary Deductions	Net Pay
1	Gross Pay	2,978.50			2,978.50
2	Retirement	35.00			
3	Medical Insurance	1,028.70			
4	Life Insurance	115.95			
5	Total Deductions	1,179.65			
6	Net Pay		1,800.85		

Payment Type: Direct Deposit

Payment Bank: BANK OF AMERICA NA

Payment Account: 14418 8 88 MTS PLAN BLD

Payment Amount: 1,800.85

Total Net Payment: 1,800.85

SAMPLE

Line	Description	Begin	End	Amount	Balance
1	Accrual Leave	12/15/05	12/15/05	0.00	0.00
2	Accrual Leave	12/15/05	12/15/05	0.00	0.00
3	Accrual Leave	12/15/05	12/15/05	0.00	0.00
4	Accrual Leave	12/15/05	12/15/05	0.00	0.00
5	Accrual Leave	12/15/05	12/15/05	0.00	0.00

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00001452 HARVEY BELT 3010 DEPARTMENT OF TESTING

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